

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### PARALEGAL

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Paralegal is a stand-alone classification in the Legal Services series. Incumbents are responsible for preparing a variety of legal documents pertaining to civil litigation, criminal adjudication and routine contracts and real property. Incumbents are also responsible for conducting legal research, investigation, contracts overview, and participating in a number of administrative proceedings.

The Paralegal is distinguished from other classifications by its responsibility for performing a variety of paralegal services on behalf of the City. Paralegals are expected to exercise professional judgment and skill in the performance of these duties.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Prepares and reviews a variety of legal documents including, but not limited to, pleadings, motions, contracts, hearing briefs, orders, agreements, demand letters, and declarations.	Daily 20%
2.	Prepares, reviews and responds to all forms of discovery.	As Required
3.	Performs legal research on various legal issues and drafts legal memoranda; reviews and discusses research and analysis with internal staff.	As Required
4.	Prepares and reviews ordinances, resolutions, contracts, deeds, leases, and other legal documents.	As Required
5.	Prepares a variety of substantive correspondence regarding legal issues	As Required
6.	Prepares cases for trials and hearings including preparing and organizing trial documents and exhibits. This includes the briefing of witnesses for trials and hearings.	As Required
7.	Represents the City in Administrative hearings.	As Required
8.	Conducts investigative work regarding claims and complaints by or against the City, including interviewing potential witnesses, inspecting property, and conducting title and lien searches.	As Required
9.	Summarizes deposition transcripts, trial transcripts, exhibit documents and medical records.	As Required

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
10.	Attends client meetings and court proceedings.	As Required
11.	Represents the City in Show Cause Hearings. Participates in grievance and/or disciplinary hearings.	As Required
12.	Assists in application of the enforcement of City codes, regulations and procedures.	As Required
13.	Responds to and investigates citizen complaints involving violations of the Fresno Municipal Code. Responds to inquiries regarding case management status and data.	As Required
14.	Administers legal processes for an assigned area of responsibility, including dangerous dog matters, fire code violations, building code violations, waste water management, solid waste recycling facility ordinance permits processes, and/or other applicable areas.	As Required
15.	Performs other duties of a similar nature or level.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Code Enforcement may be responsible for:

- Representing the City in Administrative Hearings and Show Cause meetings.
- Negotiating code compliance between citizens and the respective City departments.
- Reviewing departmental policies, procedures and changes to the Fresno Municipal Code and making recommendations based on findings.
- Preparing and facilitating training sessions for City department staff regarding administrative appeals, multi-agency entitlement research and compliance, inspection and abatement warrants, declaration preparation, and/or other applicable issues.
- Serving as a liaison between City departments and the City Attorney's Office.
- Establishing and maintaining multi-agency cooperation agreements and relationships.

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#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Contract Compliance may be responsible for:

- Creating and managing the Contract Compliance database which involves numerous responsive departments throughout the City.
- Maintaining copies of all contracts and coordinating all contracts within City departments.
- Providing training to City departments on contract obligations, amendments, security involvement, payment obligations and reminders.
- Maintaining notification listings of all obligations. Preparing and sending reminder notifications to each department for timely renewals.
- Preparing quarterly Staff Reports of contract compliance status for Council members.
- Preparing PowerPoint in-service training for Council members on contract compliance.
- Managing Contract Compliance, including forwarding reminder notices on weekends, holidays and vacation times.

#### **Training and Experience** (positions in this class typically require):

- A certificate of completion of a paralegal program in accordance with the Business & Professions Code and at least one year of paralegal experience;
- OR
- Satisfactory completion of at least twenty-four units of Juris Doctor course work from an accredited school of law, including course work in research and writing, contracts and civil procedure;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Research methods
- General writing principles and report writing techniques
- Investigative methods and techniques
- Interviewing Techniques
- Negotiation and mediation techniques
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Legal documents
- Legal terminology
- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice
- Field-specific terminology, such as medical, construction defect and/or CEQA terminology

#### **Skills** (position requirements at entry):

Skill in:

- Managing multiple priorities simultaneously
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Representing the City in a wide variety of judicial and administrative proceedings and presenting statements of law, fact and argument clearly and logically
- Conducting negotiations and mediations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal, courts, appellate courts, and administrative and legislative bodies
- Ability to prepare and make effective oral presentations
- Speaking in Public
- Exercising independent judgment within general policy guidelines and operating parameters
- Prioritize workload to ensure work is completed within specific timelines
- Critical thinking and decision making
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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#### **Physical Requirements:**

Positions in this class typically require; feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008